

City of Orem Cemetery Policy and Procedures Manual

TABLE OF CONTENTS

	PAGE
INTRODUCTION	2
BUSINESS HOURS AND CONTACT INFORMATION	3
OREM CITY CODE	4
CEMETERY FEES	5
HOW TO PURCHASE A BURIAL RIGHT (LOT)	6, 7
CERTIFICATE OF BURIAL RIGHT	8
CEMETERY RECORDS	9
TRANSFERRING OR RELINQUISHING A CERTIFICATE OF BURIAL RIGHT	10
REQUEST FOR BURIAL (MAKING FUNERAL ARRANGEMENTS)	11
VAULT REQUIREMENTS	12
NUMBER OF BURIALS PER LOT	13
TENT POLICY	14
DISINTERMENT POLICY AND ORDINANCE	15 - 17
GRAVE MARKERS (HEADSTONES)	18 - 20
DECORATIONS	21, 22
VETERANS MONUMENT	23
CEMETERY MAPS	24, 25
CEMETERY MAINTENANCE INFORMATION	26, 27
FORMS	28 - 38
a. CONTRACT (FOR 25% DEPOSIT ONLY ON PRE-NEED BURIAL LOTS ONLY)	
b. GRANTING PERMISSION FOR BURIAL	
c. TRANSFER A CERTIFICATE OF BURIAL RIGHT	
d. RELINQUISHING A BURIAL RIGHT	
e. BURIAL REPORT	
f. GRAVE MARKER INSTALLATION REQUEST	
g. REQUEST FOR DISINTERMENT	
h. REQUEST TO TRANSFER BURIAL LOT(S) FROM ONE LOCATION TO ANOTHER	

INTRODUCTION

The City of Orem Cemetery is located at 1520 North 800 East in Orem, Utah. It is the desire of the City of Orem to operate and maintain a cemetery that is beautiful, dignified, and an appropriate final resting place for departed loved ones.

The Cemetery has approximately 38 acres of land, 22 acres above the Murdock trail, and 16 acres below the trail. The lower 16 acres are currently being used for recreational activities such as soccer, football, jogging, and model plane flying and generally as open space. This area will continue to be utilized for recreational purposes until such time as needed for its intended purpose as a cemetery. It is anticipated that the lower Cemetery will open as a cemetery in the spring of 2018.

The first burial in the cemetery was held in May of 1947. The Cemetery currently averages 26 burials per month, and as of August 2017, the Cemetery has had 9572 interments.

The Cemetery offers full and half size burial lots for traditional burials as well as cremations. Half size burial lots are available in only certain sections of the cemetery, usually closer to the road, where there is insufficient room for a full burial lot.

This policy and procedures manual was formulated to help explain the operations of the Cemetery. The City of Orem has attempted to accommodate the needs of its residents, while still preserving those rules and regulations necessary to maintain a high standard of beauty and efficiency at the Cemetery.

BUSINESS HOURS AND CONTACT INFORMATION

Cemetery Hours – 7:30 am to 4:00 pm M-F

Office Hours – 9:00 am to 3:00 pm M-F (*Appointments are recommended*).

Office closed Saturday, Sunday, Holidays, and Veterans Day.

Cemetery grounds closed 11pm to 6am.

Office Location – 1520 N. 800 E. Orem, Utah

Phone – 801-229-7124

Fax – 801-229-7402

Email – cemetery@orem.org

Cemetery Web page information at <http://www.orem.org/cem/>

Cemetery Sexton – Dan Barrett

On City holidays the Cemetery offices are closed, interments, disinterments, and grave marker installations shall not be allowed. City holidays include New Year's Day, Civil Rights Day, Presidents' Day, Memorial Day weekend beginning the Saturday morning before and through Memorial Day, Independence Day (July 4), Pioneer Day (July 24), Labor Day, Thanksgiving Day and the following Friday and Saturday, Christmas Eve, Christmas Day, or any other City-observed holiday. In the event that a holiday falls on a Saturday, the preceding Friday shall be treated as the holiday. In the event that a holiday falls on a Sunday, the following Monday shall be treated as the holiday. No interments, disinterments, or grave marker installations shall be allowed in the Cemetery on any Sunday.

Cemetery offices and all related cemetery services will also be closed on Veterans Day to hold the annual Veterans Day Flag Exchange Program.

OREM CITY CODE

Chapter 8 of the Orem City Code authorizes the City to promulgate these policies and procedures. It is the duty of the City Sexton to update and maintain these policies and procedures so that they are consistent with the requirements of Chapter 8 of the Orem City Code. The Orem City Code is incorporated into these policies and procedures by reference and supersedes the provisions of this manual. A complete copy of the Orem City Code can be found at: <http://exe.orem.org/citycode.aspx>.

CEMETERY FEES

DESCRIPTION	Resident Fee	Nonresident Fee
Burial Lot	\$1,200	\$1,500
*Burial Half Lot	\$600	\$750
**Burial Veterans Lot (<i>Orem City Resident Veterans Only</i>)	\$0	N/A
Interment Adult/Junior	\$600	\$750
Interment Infant (<i>Casket and vault less than 50 inches in length</i>)	\$400	\$500
Interment Veteran Orem Resident only. (<i>Standard rates apply</i>)	\$600	N/A
Interment Cremation	\$300	\$375
Saturday Charge (<i>In addition to regular interment charge</i>)	\$400	\$500
***Overtime Charge (<i>Monday through Saturday assessed every half hour after 4:00pm</i>)	\$75	\$75
Dis-interment	\$1,500	500
Certificate of Burial Right Transaction Fee (<i>copies, title changes, t transfers</i>)	\$30	\$30
Certificate of Burial Right Nonresident Transfer Fee (<i>Other than immediate family</i>)	\$30	\$300
Grave Marker Inspection Fee (<i>New markers only</i>)	\$75	\$75

* *Half lots are only available at the time of death and cannot be purchased in advance.*

***Veteran's lots are subject to availability in the Veterans section, spouse's lot billed at the regular rate.*

****Overtime is assessed every half hour starting at 4:00 pm until the cemetery staff completes the burial. All overtime billing will be sent to the mortuary responsible for the service.*

As of July 1st 2015 the City of Orem has changed its fee schedule for nonresidents. Definitions of resident are listed below.

1) Resident:

- a. "Principal place of residence" means the single location where a person's habitation is fixed and to which, whenever a person is absent, that person has the intention of returning.
- b. "Resident" means a person whose principal place of residence is within the legal limits of the City of Orem.

2) A person resides in the City if:

- a. The person's principal place of residence is within the City: and
- b. The person has a present intention to maintain the person's principal place of residence in the City permanently or indefinitely.

3) A person has not lost the person's principal place of residence in the City if that person moves to a foreign country or another city, or state for the temporary purposes with the intention of returning.

4) A person is not a resident of the City if that person comes for temporary purposes and does not intend to make the City the person's principal place of residence.

5) A person loses the person's principal place of residence in the City if the person moves outside the legal limits of the City with the intention of making the other location the person's principal place of residence.

HOW TO PURCHASE A CERTIFICATE OF BURIAL RIGHT *(Burial lot)*

To purchase burial lots in the Cemetery, call 801-229-7124 or visit the Cemetery during regular business hours. It is recommended you schedule an appointment to avoid excessive waiting. Appointments are generally scheduled between 9:00 am and 3:00 pm Monday through Friday. These times may vary depending on the current funeral schedule. Fees are outlined in the Cemetery Fee section of this manual.

The purchase of a lot and all applicable interment costs must be paid in full prior to the funeral service. The Cemetery requires 24 hour notice for all pending funeral services. This 24-hour notice must be given during regular business hours. Purchasing burial lots and funeral notices cannot be done on weekends or City designated holidays.

Lots may also be purchased for future needs (preneed). A lot may be secured by purchasing it in full, or by reserving it with a minimum 25% down payment. Once the down payment is provided and the lot is reserved, the purchaser has one calendar year to pay the balance. There is no interest charged for the cost of the lot. A statement will be mailed each month until the lot is paid in full. Lots reserved using the one year payment option cannot be obtained by phone or by the internet. This payment option requires additional paperwork and signatures that must be completed at the Cemetery office.

A sample of the *Contract for the Right to be Buried* form is located in the forms section of this manual.

All accounts with lots that are unpaid within one year of the payment agreement will have all payments refunded and the lots will be made available for resale.

Payments can be made by the following options.

1. By mail, (envelope included with monthly statement).
2. Internet at <https://secure2.orem.org/Cemetery/>
3. In person at the Cemetery office.

HOW TO PURCHASE A CERTIFICATE OF BURIAL RIGHT (*CONTINUED*)
(*Burial lot*)

Once the lot has been paid for in full, a Certificate of Burial Right will be mailed to the designated grantee. The Certificate of Burial Right gives the grantee a right to be buried in the Cemetery at the location described in the certificate. The certificate is not a deed and does not indicate ownership of real property.

The Cemetery maintains a database of all certificates issued.

The procedures for transferring or relinquishing a Certificate or Burial Right are outlined in this manual.

CERTIFICATE OF BURIAL RIGHT

The Certificate of Burial Right contains the following information:

1. During the lifetime of the grantee, this right may be used for the interment of any deceased person of grantee's choosing upon proper application and notice to the City.
2. Grantee may assign or transfer this right during his/her lifetime upon proper application, execution, and approval of the Transfer of Burial Right Agreement, however, the grantee may not sell this right to another party for pecuniary gain except as provided in paragraph 4 below.
3. The burial right is conveyed to the grantee and his/her heirs forever. All legal heirs are presumed to have legal right to the rights-of-burial, unless heirship to the contrary has been determined by a court of probate after the grantee is deceased.
4. At any time, the right to burial may be sold back to the City of Orem. The resale price will be the amount the grantee originally paid for the burial right. The original purchase price is indicated on the Certificate of Burial Right.
5. The Certificate of Burial Right is not a deed, and the right granted is only the right to the burial in the location on the Certificate of Burial Right. Grantee shall not have any other interest in nor ownership of the property covered by the Certificate of Burial Right.

CEMETERY RECORDS

The City of Orem will record and maintain a record of each Certificate of Burial Right. All certificates will be recorded with Utah County bi-annually. To obtain information about the cemetery records you may call the office at 801-229-7124, or visit the cemetery office at 1520 N. 800 E. in Orem. Burial information can also be found at: <http://www.orem.org/cem/>

A simple search will provide the following burial information:

1. Interred (person buried)
2. Gender
3. Birth Date
4. Death Date
5. Burial Location

Searching the map feature on the web page shows the location of all burials within the Cemetery.

Due to privacy laws, the only information published online are the records listed above. To request additional Certificate of Burial Right (*burial lot*) information you must go to the Cemetery office.

TRANSFERRING OR RELINQUISHING CERTIFICATE OF BURIAL RIGHT

To Transfer a Certificate of Burial Right

The grantee may re-assign or transfer a Certificate of Burial Right to another individual. This transfer can only be executed through the City of Orem Cemetery. To transfer the rights to another individual, a *Transfer of Certificate of Burial Right Agreement* form must be completed, all fees paid, and all previously issued certificates returned. Additional documentation and fees may be required to complete this transaction. New certificates will be issued listing the new owner as the grantee.

A sample of the *Transfer of Certificate of Burial Right Agreement* form is located in the forms section of this manual.

To Relinquish a Certificate of Burial Right

At any time, the grantee may return an unused Certificate of Burial Right back to the City for a refund. The refund price will be the amount the grantee originally paid for the burial right. The original purchase price is indicated on the Certificate of Burial Right. All returns must be made through the City of Orem Cemetery. All previous certificates must be returned prior to the refund being processed. An *Agreement Relinquishing Burial Rights* form must be completed and additional documentation may be required.

A sample of the *Agreement Relinquishing Burial Rights* form is located in the forms section of this manual.

REQUEST FOR BURIAL
(Making Funeral Arrangements)

To request a burial at the City of Orem Cemetery call 801-229-7124. During regular business hours, go directly to the City of Orem Cemetery at 1520 N. 800 E. in Orem. All burials must meet the following requirements:

1. A minimum 24 hour work-day notice is required on all burials. Notifications cannot be made on Saturdays, Sundays, or City designated holidays.
2. The Cemetery must be notified by 12:00 noon for a service scheduled the following day. All applicable fees pertaining to a funeral are due at that time. Notification for services scheduled for a Monday, must be made before 12:00 noon the previous Friday.
3. Proof of the Certificate of Burial Right must be provided to the Cemetery or responsible mortuary handling the funeral service. If the grantee or designated administer is not present, a *Granting Permission for Burial* form must be completed at the Cemetery office.
4. The mortuary requesting the funeral service must call the Cemetery office at 801-229- 7124 and complete an *Orem City Burial Report Notification* form.
5. Additional documentation and identification may be required before the service arrangements are finalized.
6. If burial rights (lots) have not been secured as outlined in the *How to Purchase a Certificate of Burial* in this manual, the person(s) requesting the burial must purchase burial rights (lots) at the Cemetery office.
7. If the family requesting the burial has multiple burial rights (lots), the proper location for burial must be made at the Cemetery office. The *Granting Permission for Burial* form must be completed.
8. If there are multiple interments in one lot, such as outlined in *The Number of Burials per Lot* section of this manual, a *Granting Permission for Burial* form must be completed before the burial can take place. Additional documentation may be required.

Note! Samples of forms referenced in this section are located in the forms section of this manual.

VAULT REQUIREMENTS

All burials in the Cemetery must be in a concrete vault or other material that has similar structural properties as concrete as outlined in section 8-1-7 of the Orem City Code except for the following burial types:

1. Cremated remains can be buried in any container that meets the dimensional guidelines listed in the *Number of Burials per Lot* section of this manual. Any containers larger than the dimensions listed can only be used with permission from the City Sexton. Note! Any cremation that is not buried in an approved outer container cannot be recovered. Cremation vaults must be approved by the City Sexton.
2. Those choosing to bury cremated remains in an approved cremation vault must do so in a concrete, marble, or non-biodegradable high impact polystyrene container. Please note that the size of this container may affect the amount of burials that can take place in a single or half space burial lot.
3. A casket and vault combination typically used for infants can also be used as outlined in the *Number of Burials per Lot* section of this manual.
4. The City is not responsible for any deterioration or damage to vaults from any cause beyond its reasonable control.

Orem City Code 8.1.7 states:

8-1-7. Vaults Required.

It shall be unlawful for any person to be buried in the cemetery unless the casket is placed in a City approved vault made of concrete or another material that has similar structural properties as concrete. No wood shall be used in the construction of any part of any vault. Exceptions to the provisions of this section may be granted in limited circumstances at the discretion of the City Sexton. In such instances, the design and construction of the burial vault shall be approved by the City Sexton.

NUMBER OF BURIALS PER LOT

Orem City Code Chapter 8 limits the number of burials per lot.

The following is a description of the burial lots at the Cemetery, including a list of the interments each lot may accommodate.

1. A standard lot is 100” in length by 40” in width and can accommodate:
 - a. One burial of human remains (*standard size casket and vault*)
 - b. Up to four cremated human remains, each in cremation containers that do not exceed 10” in length, 6” in height, and 8” in width. *
 - c. Two non-cremated human remains in separate casket-vault combinations that do not exceed 46” in length, 15” in height, and 22” in width. *
 - d. One casket-vault combination containing non-cremated remains that do not exceed 37” in length, 13” in height, and 17” in width, on top of an existing grave with the approval of the grantee holding the burial right. *
 - e. One cremated human remains in a container that do not exceed 10” in length, 6” in height, and 8” in width, on top of an existing grave with the approval of the grantee holding the burial right. *
2. A half lot is 50” in length by 40” in width and can accommodate:
 - a. One casket-vault combination that does not exceed 46” in length, 15” in height and 22” in width.
 - b. Two cremated human remains in cremation containers 10” in length, 6” in height and 8” in width.*

Standard double deep burials are not allowed at the Cemetery. The City Sexton will determine if there is sufficient space in the lot to accommodate these additional burials.

* Only one grave marker per lot shall be allowed regardless of the number of human remains buried in the lot. All remains in a burial lot must be identified on one grave marker. A *Granting Permission for Burial* form must be completed before a burial can be approved. A sample of the *Granting Permission for Burial* form is located in the forms section of this manual.

TENT POLICY

The Cemetery strives to provide a comfortable and safe environment to all patrons visiting the Cemetery grounds. Due to the following reasons, tents are not allowed at the Cemetery between the dates of November 1st through April 1st:

1. Tent setups require a larger area of snow to be pushed aside resulting in snow piling up on surrounding areas. This excess snow makes it difficult for other cemetery patrons to visit nearby graves.
2. Snow acts as an insulator and protects the ground from freezing. Areas that have been cleared of snow often freeze deeply preventing headstone companies from removing or installing headstones. These frozen areas also become extremely difficult to prepare the grounds for future funeral services during that winter period.

DISINTERMENT POLICY

The City must balance its responsibilities for the health, welfare, and safety of its employees and the public with the requests of a burial right owner when asked to disinter human remains. Any request to disinter human remains shall comply with all applicable federal, state and local laws.

All requests for disinterment must be made by appointment only at the Cemetery office. The Cemetery will not perform a disinterment for the purpose of interring another burial beneath, or in the same lot as the disinterment. Before a disinterment can be performed, the following guidelines shall be met.

1. The requestor shall schedule a consultation with the City Sexton. This meeting is designed to explain the disinterment process and to determine a feasible plan to accomplish the disinterment.
2. The requestor shall provide proof of burial rights of the deceased.
3. The requestor shall complete a *Request for Disinterment* form that is provided at the Cemetery office. A sample of this form is located in the forms section of this manual.
4. The requestor shall obtain and complete a *Disinterment/Reinterment Permit Relocation of Burial Site* form. This form can be obtained from the Utah Department of Health.
5. All applicable fees must be paid prior to commencement of the disinterment.
6. The requestor shall obtain the services of funeral director to be present at the time of the disinterment.
7. The funeral director selected by the requestor shall obtain the services of a vault company. A vault company is required to remove and relocate all disinterments.
8. The City Sexton will forward all completed documents and forms to the City of Orem Attorney's office for final approval, before the commencement of the disinterment.
9. The City Sexton shall act as liaison and coordinate the disinterment process. All scheduling is subject to the City Sexton's discretion.

DISINTERMENT ORDINANCE

1. Permitted. Subject to applicable federal, state, and local laws, the City shall honor a request to disinter human remains upon written court order, or by completing a *Request for Disinterment* form provided by the City from the owner of the burial rights. Also providing that the disinterment may be accomplished without endangering the health, safety, or welfare of the City's employees or the public. The City may, on its own initiative, disinter human remains in instances where a natural or manmade disaster has exposed a grave and disinterment is necessary to protect the public health, safety, or welfare.

2. Prohibited. The City shall not disinter the remains of a person who died from a contagious disease within two years after the date of burial, unless the body was buried in a hermetically sealed casket or vault and is found to be so incased at the time of disinterment.

3. City's Duties. The City Sexton shall determine whether a disinterment poses a danger to the health, safety, or welfare of City employees or the public. The City Sexton may refuse to perform a disinterment if he determines there is a danger to the health, safety, or welfare to City employees or the public. The City Sexton may also refuse to authorize a disinterment if he determines that the disinterment would disturb or damage an adjacent lot. The City Sexton may make his determination at any time during the disinterment process. The City shall provide supervision for every disinterment.

Upon a determination that a disinterment poses no danger to the health, safety, or welfare of City employees or the public and that the disinterment would not disturb or damage an adjacent burial lot, the City shall excavate and refill the burial lot. Notwithstanding these provisions, the City shall comply with any court order.

4. Requestor's Duties. Absent a court order and at least seven (7) working days prior to a disinterment, the requesting party shall submit a disinterment permit from the County Board of Health, the City's *Request for Disinterment* form, and pay all applicable fees prior to the City commencing any disinterment.

DISINTERMENT POLICY AND ORDINANCE (CONTINUED)

The requestor shall arrange for and pay any associated costs for a funeral director to be present at a disinterment.

The requestor shall arrange for and pay any associated costs for a licensed vault company to remove the vault and its contents from the lot. If the lot does not contain a vault or the City Sexton determines the existing vault has deteriorated to the point that it will not retain its structural integrity during the disinterment, the requesting party shall replace the deteriorated vault with a structurally sound vault at the requestor's expense. The requestor shall arrange to dispose of any old vault in a manner meeting federal, state, and local laws.

5. Waiver of Liability. The City of Orem assumes no liability for any property damage, including damage to a casket, vault, memorial, etc., or for bodily injury sustained during a disinterment from causes beyond its reasonable control.

The City is not liable for acts or omissions of any third party for any reason. The City is not liable for damage to the contents of any casket or adjacent lots from causes beyond its reasonable control. Any expenses incurred due to damage to an adjacent lot/vault will be the responsibility of the requester.

The City is not liable for mental anguish, shock, or intentional or negligent infliction of emotional distress arising out of any disinterment.

GRAVE MARKERS/HEADSTONES

All grave marker installations are made by appointment only. Appointments can be made by calling the Cemetery office at 801-229-7124. A *Grave Marker Installation Request* form must be completed to install markers at the Cemetery. A sample of the *Grave Marker Installation Request* form is located in the forms section of this manual.

The setting of grave markers shall take place only during normal business hours, usually Monday through Friday, 8:00 am to 4:00 pm excluding City observed holidays.

All grave markers in the Cemetery shall be restricted as to size and general make-up. The grantee, spouse, or executors of any burial rights of the deceased persons buried in any lot shall place or cause to be placed upon the grave a suitable grave marker with the name of the deceased plainly inscribed thereon, within 30 days (*pending inclement weather*) of the interment. Extensions of this 30-day period must be coordinated and approved by the City Sexton. If any person does not comply with this requirement, the City reserves the right to install a grave marker to identify the deceased interred. If possible any associated cost of the marker installation will be the responsibility of the Certificate of Burial Right grantee, or the estate executor.

All grave markers installed must meet the following requirements:

1. Number. Only one grave marker per lot shall be permitted regardless of the number of human remains buried in the lot.
2. Size. All grave markers shall be placed on a concrete foundation at least **six (6) inches thick** in one continuous pour, or one solid piece of granite (6) inches thick. Markers shall be a maximum of forty (40) inches in width for single burials, and eighty (80) inches in width for double burials. (This includes the concrete/granite border). No markers shall exceed forty (40) inches in length.
3. All grave markers must be surrounded by a six (6) inch border of concrete or granite that will act as a mowing strip. A grave marker shall not be installed unless it meets the specifications listed in this subsection.

GRAVE MARKERS/HEADSTONES (*CONTINUED*)

4. Veterans Section grave markers on double-deep interments are restricted to a single size marker no wider than forty (40) inches. Traditional side by side burials in the veterans section can be marked with a double marker no wider than eighty (80) inches.

5. Type and Placement. All grave markers shall be placed flush with the soil level. No upright markers shall be allowed in the Cemetery. All markers shall be placed at the West end of the lot. Markers in the Cemetery face west; meaning viewers are facing east when reading the marker. Traditional burials normally have the husband on the right (or South) and the wife on the left (or North). Companion burials are performed in a traditional manner, unless requested otherwise. Any other setting must be cleared by the Cemetery Sexton. The City is not liable for headstones set incorrectly.

6. Removal and Resetting of Grave Markers. Once a grave marker has been installed, the City shall not be responsible for the removal and resetting of that grave marker. It shall be the responsibility of the burial right grantee or the mortuary performing a funeral service, to arrange a monument company to remove any grave marker impeding the opening of a grave. The grave marker must be removed at least 24 hours prior to the opening of the grave. Grave markers that have been removed from a lot must be immediately removed from the cemetery premises. Any grave marker that has been removed must be reset within thirty (30) days after a burial is completed (*pending inclement weather*). Extensions of this 30-day period must be coordinated and approved by the City Sexton. The City shall not be liable for any damage to the grave marker or vases that may occur during the removal or resetting process.

GRAVE MARKERS/HEADSTONES (*CONTINUED*)

The City is not responsible for any damage(s) to a grave marker due to or by fault caused accidentally or intentionally by any outside influence beyond the City's normal grounds maintenance and responsibility. For example: should a vault or monument company damage a grave marker or vase while performing their services at the Cemetery, that company is responsible for the damage. Should any individual accidentally or intentionally cause damage to a grave marker or vase, that individual is accountable for the damage. If no culpable party is found, the burial right grantee or their designee is responsible for any costs associated with correcting or replacing a grave marker or vase. The City is not responsible for any damage to a grave marker due to Acts of God or other natural disaster whether man-made or not.

DECORATIONS

All grave marker decorations or arrangements, real or artificial, shall be allowed until such time as they become faded, worn, weathered, or otherwise unsightly after which time they will be removed by Cemetery personnel. City of Orem is not responsible for any decorations placed in the Cemetery.

1. Glass, porcelain, or other breakable objects are not allowed and may be removed by Cemetery personnel. The City is not responsible for any decorations that may be removed by other private parties whether intentional or not.
2. Any object(s) not kept on the grave marker will be removed by Cemetery personnel. Decorations are not allowed on any part of the grass. Marked or named decorations may be returned to their proper location by Cemetery personnel if they become dislodged and are identifiable as to their appropriate location. Cemetery personnel will make every attempt to properly locate a dislodged decoration(s). Decorations can be dislodged from their marker by wind, vandals, deer, etc. Decorations that cannot be placed on the proper grave marker will be discarded by Cemetery personnel.
3. For safety reasons, objects such as wires, sticks, pegs, rocks, pinwheels, or metal rods are not permitted.
4. It shall be unlawful for any person to plant shrubs, trees, lawn, flowers, or any such item on any lot. Placement or installation of any decorative stones, markers or monuments outside of the bounds of the grave marker is strictly prohibited.
5. It shall be unlawful for any person to erect or maintain any structure, fence, corner post, coping, or hedge of any kind upon any lot.
6. All grave decorations or arrangements, real or artificial, associated with any other specific holiday (themed decorations) may be removed by Cemetery personnel no earlier than seven (7) days following such holiday.
7. Funeral decorations will be allowed anywhere on the burial lot for a seven (7) calendar day period immediately following a burial. Anyone wanting to keep any decorations shall remove them before the seven (7) day period expires.
8. Cylinders, such as PVC pipe, may be used in lieu of a standard metal vase. The cylinders must be placed within the headstone granite or cement area, and cannot exceed 16" in height.

DECORATIONS (CONTINUED)

9. Once removed from the lot, grave decorations will be disposed of and will not be saved or kept at the Cemetery.
10. Fresh and artificial flowers left at the Cemetery may be consumed or destroyed by deer.
11. It shall be unlawful to remove decorations other than your own.

Memorial Day Exceptions Beginning 12:00 am on the Friday before Memorial Day until 11:59 pm on the Sunday following Memorial Day, decorations will be allowed anywhere on the burial lot. The first Monday following Memorial Day, ALL decorations will be removed by cemetery personnel beginning at 6:00 am. Anyone wanting to keep their decorations should remove them before 6:00 am that Monday following Memorial Day. Removing decorations other than your own is unlawful.

New decorations cannot be placed on a lot until the SECOND Wednesday following Memorial Day. This allows Cemetery personnel time to mow and sweep the long turf created during an absence of turf maintenance following the week after Memorial Day.

All decorations removed on the Monday cleanup will be disposed of and will not be saved or kept at the Cemetery.

VETERANS MONUMENT



The City of Orem Cemetery Veterans Monument was dedicated in May of 2003. It is located on the Northeast portion of the cemetery grounds. The monument has a statue depicting a wounded soldier in the arms of a nurse. Granite pillars surround the statue with the names of the Veterans buried in the Cemetery. The monument also has a flag honoring each branch of the military: Army, Marines, Navy, Air Force, Coast Guard, and the Merchant Marines. In addition, there is a flag honoring soldiers that are missing in action.

A Flag Exchange and Veterans Memorial program are held on Memorial Day and Veterans Day of each year. The Orem American Legion Post 72 also displays a flag for every Veteran buried in the Cemetery. This flag display includes veterans buried at Timpanogos Memorial Gardens, located at 1000 North 400 East, in Orem.

Each veteran buried in the Cemetery will have their name engraved on one of the granite pillars located at the monument. Names will be added once per year for the burials that take place during that calendar year. The cutoff date for each year's engraving list is March 31st. To inquire about names on the wall, please contact the Cemetery office at 801-229-7124.

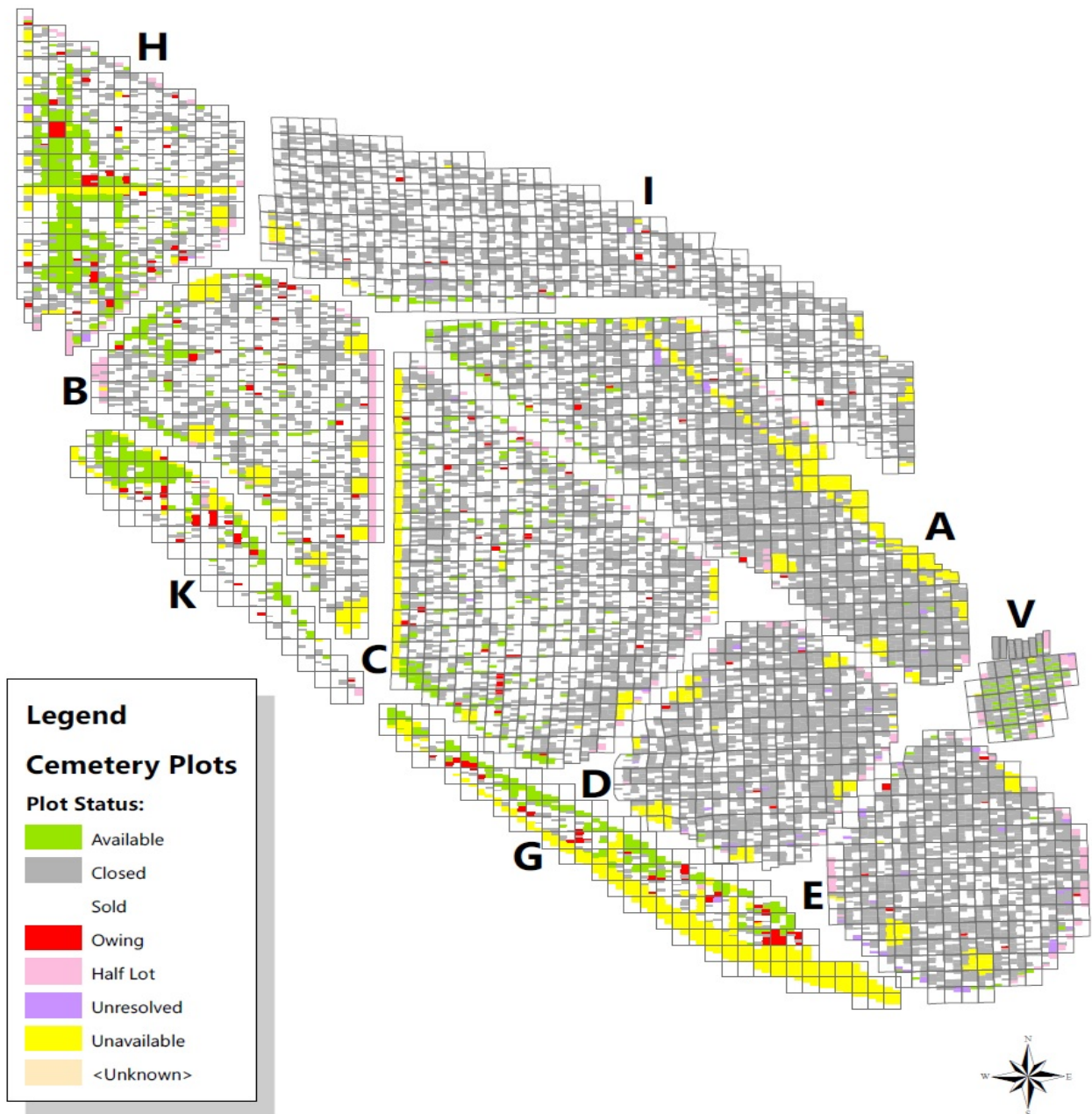
The Flag display is set up each year on the Friday that proceeds Memorial Day and is generally displayed for five days. This display is organized and setup by the Orem American Legion Post 72. To inquire about any Veteran Cross information, please contact the Orem American Legion Post 72 at 801-377-3633, or 801-473-1622. Or visit their website at

<http://alutpost72.webs.com/>

CEMETERY MAP

Maps of the Cemetery can also be found at <http://maps.orem.org/cemetery/>

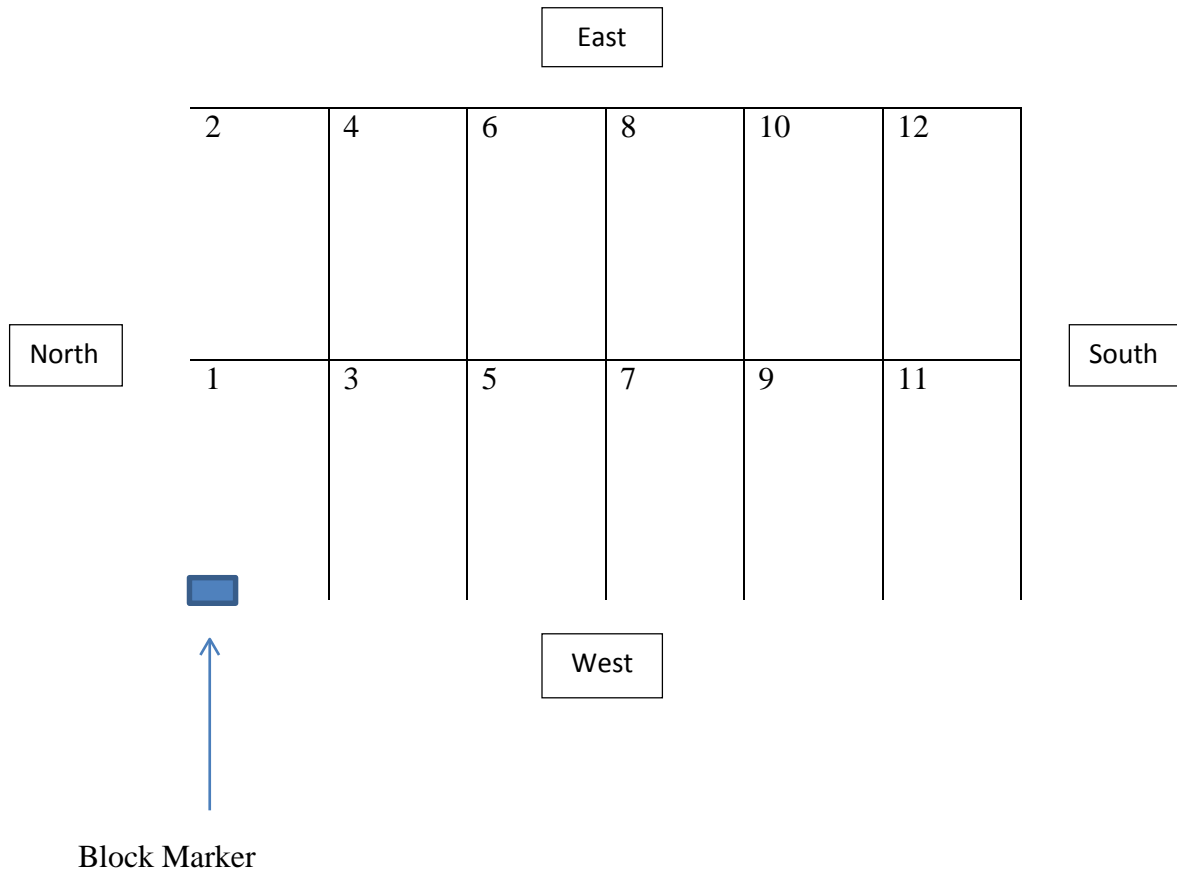
This map is an example of the map found online. It will assist you in finding the burial location of anyone buried in the Cemetery. The map is color coded for easy navigation, and shows lots currently available at the Cemetery. (*Lot availability subject to daily updates*).



Printed May 22, 2017 - Up-to-date maps can be viewed at maps.orem.org/cemetery.

CEMETERY LOT MAP

All lots are laid out in blocks on each section. A block consists of 12 lots. Each block has a block marker in the Northwest corner indicating the number of the block. Even numbered lots are on the East side of the block, odd numbered lots are on the West side of the block.



CEMETERY MAINTENANCE INFORMATION

The Cemetery grounds maintenance schedule is described below. Maintenance tasks are performed daily but are influenced by many different factors such as funeral services and weather. It is common to have watering, mowing, trimming, and sweeping interrupted by funeral services, sometimes for several consecutive days. Turf maintenance generally starts March 1st and continues through November 30th. Weather can affect these dates. For an updated seasonal maintenance schedule or to discuss a specific maintenance issue, please contact the Cemetery office at 801-229-7124.

1. Irrigation. The water is generally turned on each spring in March, and then turned back off sometime in mid-November. Dry or yellow areas are generally due to the water being shut off for several days to accommodate funeral services. In some areas of the Cemetery, the entire system must be shut down to prevent one area from watering.
2. Mowing. The Cemetery personnel generally cut the lawn once per week. Factors such as funerals, inclement weather, and staffing may affect this schedule. During certain times of the year, certain sections may be cut twice per week if necessary.
3. Edging. Trimming around grave stones is a daily activity. The goal of the Cemetery personnel is to trim each grave marker twice per year. Currently, there are over 6000 headstones in the Cemetery, equaling 13.5 miles of cement to trim and that number continues to increase.
4. Sweeping. The Cemetery personnel attempts to scatter or remove all grass clippings by the end of each day. With large areas of grass being cut by mowers and trimmers, some grass clippings may be overlooked. Grass clippings are more noticeable after wet weather as they become difficult to scatter or remove.
5. Snow Removal. The Cemetery roads are cleared of snow during normal business hours. Pathways and clearings are also cleared for funeral services. Patrons may experience slick conditions if snowstorms are present.

CEMETERY MAINTENANCE INFORMATION (*CONTINUED*)

6. Grave Marker Maintenance. The Cemetery personnel will do limited grave marker maintenance such as cleaning and minor leveling. If maintenance is required on a grave marker, please notify the Cemetery office or call 801-229-7124.

a. It is common for grave markers to settle for several months after a funeral service, more so when the burial takes place in the winter. Please report any grave markers that have settled to the cemetery office. Any grave marker set incorrectly must be reset by the headstone company that installed it.

b. Tire marks on grave markers do occur. They are caused by many different kinds of service vehicles from many different companies. Tire marks are more prevalent when the grass is wet and when the surrounding grave markers have decorations. Mowers are forced to swing around grave markers with decorations, sometimes causing unavoidable tire marks on surrounding grave markers.

c. It is the responsibility of the mortuary to have existing grave markers removed by a monument company before a gravesite can be prepared for a pending service. See *Removal and Resetting of Grave Markers* in the Grave Markers section.

d. The Cemetery is not liable for worn or damaged vases unless the damage was a direct and verifiable result from Orem City maintenance vehicles. Orem City will not be liable for vases left in the upright position from November 1st through April 1st due to snow conditions.

e. Sink holes are also a common occurrence and are caused by numerous reasons such as irrigation, inclement weather, grave settling, and maintenance vehicles. The Cemetery personnel repairs sink holes daily. Please report all settling issues to the Cemetery office. 801-229-7124.

The Form Section

The following forms are samples and are referenced throughout this document. To obtain a copy of a form contact the Cemetery office. The forms are referenced as follows

1. Example of the Contract for the Right to be buried.
2. Granting Permission for Burial.
3. Transferring a Certificate of Burial Right Agreement.
4. Relinquishing a Burial Right.
5. Orem City Burial Report.
6. Grave Marker Installation Request
7. Request for Disinterment
8. Request to transfer Cemetery lot(s) from one location to another.

**CONTRACT FOR THE RIGHT TO BE BURIED
IN AN OREM CEMETERY LOT**

Name:
Address:

Date of Sale: Sample
Customer No.:

Home Phone: Sample
Work Phone:

Cemetery Lot	Certificate of Burial Name	Lot	Payment	Amount Due
K-036-02-1		\$1,000.00	(\$1,000.00)	\$0.00
K-036-04-1	Sample	\$1,000.00	(\$250.00)	\$750.00
K-036-06-1		\$1,000.00	(\$250.00)	\$750.00
K-036-08-1		\$1,000.00	(\$250.00)	\$750.00
K-036-10-1		\$1,000.00	(\$250.00)	\$750.00
K-036-12-1		\$1,000.00	(\$250.00)	\$750.00
			Total Amount Due:	\$3,750.00

TERMS AND CONDITIONS

1. A minimum deposit of 25% of the total price of each lot must be paid at the time of signing this agreement.
2. If the entire balance is not paid within 12 months of the signing of this agreement, any money paid to the City will be refunded to the appropriate party, without interest, and the City will reclaim the right to the lot and offer it to the public at large. It is clearly understood, that no land is being purchased, only the right to interment within the Orem City cemetery.
(Municipalities shall sell only the right to be buried in the municipal cemetery. U.C.A. § 8-5-7.)
3. If a lot is intended for an interment, the lot and any interment fees must be paid in full at the time of the signing of this agreement.

Signed this 12th day of March, 2014

Customer Signature

Assisted by Sample



TRANSFER OF CERTIFICATE OF BURIAL RIGHT AGREEMENT

IMPORTANT: CAREFULLY READ ALL INFORMATION AND INSTRUCTIONS INCLUDING THOSE ON THE BACK OF THIS FORM

I (insert full name/s of Grantee/Holder(s) of burial right):

of (insert your full address)

Telephone Number

Being the Owner(s)

Executor, Trustee, or Authorized Party of the Estate of (insert name):

Do hereby assign and transfer to (insert name of person who is to receive the right):

of (insert full address of person who is to receive the right)

Telephone Number

any and all interest in the Section _____ Block # _____ Lot# _____ and authorize the City of Orem Cemetery to issue a new Certificate of Burial Right reflecting this transfer.

Signed (signature must be notarized)

Dated

(Owner(s), executor, trustee, or authorized agent)

Include signatures for all current Certificate of Burial Right holders and their spouses even if he/she is not listed on the current Certificate of Burial Right:

Signed (signature must be notarized)

Dated

Signed (signature must be notarized)

Dated

**TRANSFER OF CERTIFICATE OF BURIAL RIGHT AGREEMENT
IMPORTANT INFORMATION AND INSTRUCTIONS**

1. Required fees: There is a \$30 fee for every transaction involving the transfer of a lot(s). There will be a \$300 transfer fee for all Certificate of Burial Rights transferred to a nonresident with the following exceptions; transfers to a child, sibling, or parent. The transfer fee must be paid before a new Certificate of Burial Right will be issued to the new holder.
2. All information must be clear and legible before the Transfer Agreement will be processed.
3. All current Certificate of Burial Right holders and their spouses must sign the Transfer Agreement even if he/she is not listed on the current Certificate of Burial Right.
4. The Transfer Agreement will not be processed unless all required documents, information, signatures, and fees are provided.

Other required documents may include the following:

- *Death Certificate* for deceased holders not interred at the City Cemetery. If a deceased holder is interred at the Cemetery, indicate the interment location (lot #, block #, and section) in Section C on the reverse of this form.
 - *Power of Attorney, Legal Guardian, or Conservatorship* documentation if applicable.
 - *Birth Certificate* and legal guardian's signature for any holders under age 18
 - *Original Certificate of Burial Right*
 - *Final Divorce Decree* if divorced.
5. The following documents will be accepted as proof of a name change:
 - Naturalization document
 - Final Divorce Decree if divorced
 - Marriage Certificate
 - Court documents

6. Completed Transfer Agreements and all supporting documentation should be submitted to:

City of Orem Cemetery
Attn: City Sexton
1450 W. 550 N.
Orem, UT 84057

INSTRUCTIONS FOR NOTARY: All sections on the reverse side of this form must be completed before signature(s) can be notarized.

State of Utah

County of _____

On this ____ day of _____, 20____, before me _____, a notary public, personally

appeared _____, proved on the basis of satisfactory evidence to be the

person (s) whose name(s) is/are subscribed to this instrument, and acknowledged he/she/they executed the same.

Witness my hand and official seal.

NOTARY PUBLIC

My commission expires: _____



Agreement Relinquishing Burial Rights

Pursuant to the Certificate of Burial Right which Grantee rightfully holds, the Grantee hereby relinquishes the certificate of burial, Section____, Block Number____, Lot Number____back to the City of Orem. The City shall pay the original value for which the burial right was purchased. The person signing this agreement represents and warrants to the City of Orem that he/she has the authority to grant this action and acknowledges that the City, its employees, agents, or representatives will not be held liable or responsible for any and all claims arising from this grant.

Signed:

Dated:

(Remitting address of Grantee)

Telephone Number

Certificates included: Yes No

Checking "No" indicates that the original certificates cannot be located. Grantee represents that by signing this agreement that any certificates resurfacing in the future are void and will have no force or effect.

Checking "Yes" requires that all original or copied certificates are included and attached to this form.

City of Orem Cemetery Use Only.

Transaction date. _____ Check Request #. _____ Signed _____

City of Orem Cemetery Burial Report

Burial notification number 801-229-7124

Return Fax # 801-229-7402

Or Email report to cemetery@orem.org

Please note that a phone call and this report must be received PRIOR to any burial. The City of Orem Cemetery requires A MINIMUM of a 24 HOUR WORK DAY NOTICE to open a grave. The Cemetery must be notified by 12 pm for a burial scheduled the following day. (Notifications are not accepted on Saturday, Sunday or any holiday) If the burial plot to be opened has an EXISTING HEADSTONE, removal arrangements MUST BE MADE PRIOR to the grave being opened.

Full name of Deceased _____ Sex M F

Date of Birth _____ City/State of Birth _____

Date of Death _____ County/State of Death _____ Age _____

Does the deceased or family already have plots at the Orem Cemetery? Yes No Orem City Resident? Yes No

Name on burial lot certificate _____

Family Contact/Relationship _____

Phone Numbers of Responsible Party _____

Address of Responsible Party _____

Funeral Home/Phone Number _____

Funeral Director _____ License # _____

Date/Time of Burial _____ Type of Service Graveside Service

Burial Location- Section _____ Block _____ Lot _____ Veteran Yes No

Vault Company/Type _____

Infant Vault/Type/ OD Size _____

Existing Headstone- Yes No Headstone Company _____

Notified of the tent policy. (No tents Nov. 1 – Mar. 31) Notified of the 4:00 pm overtime charge

Billing by Mortuary Family TOTAL AMOUNT DUE \$ _____

NOTE!

****GRAVES MUST BE CLOSED BY CEMETERY CREW BEFORE 4:00 P.M. TO AVOID ANY OVERTIME FEES**

\$75.00 per half hour until closing of grave is completed by cemetery personnel.

Grave Marker Installation Request

Return email cemetery@orem.org

Or fax to 801-229-7402

Before installation of any new grave marker/headstone in the City of Orem Cemetery, the following information must be completed. By signing this document you agree that you are aware of all grave marker policies, setting/inspection fee of \$75.00. All new grave markers are subject to an inspection fee, size restrictions, and installation requirements. This documentation can be found in the Policy and Procedures manual available at the City of Orem Cemetery office at 800 E. 1520 N. Orem, Utah, or online at <http://exe.orem.org/citycode.aspx>.

Note! All markers must be set by appointment only, between 8:00 am and 3:00 pm Tuesday through Thursday. . Exceptions can be made by approval of the Orem City Sexton.

Company name _____ Installation date _____ Phone# _____

Name(s) on grave marker _____

Family contact name _____ Phone# _____

Marker type Single Companion Preneed

Marker dimensions (in inches) Length _____ Width _____ Thickness _____

Name of installer (please write) _____

Lot location (cemetery use only) Section _____ Block _____ Lot _____

Note! Cemetery personnel must sign and date this document after the marker meets all requirements and the installation is completed per cemetery guidelines.

Name _____ Date _____ (data entry)



Request for Disinterment

Decedent's Information

Full Name: _____
(First) (Middle) (Last)

Birth Date: _____

Date of Death: _____

Burial Plot: _____

Requestor's Information

Full Name: _____
(First) (Middle) (Last)

Address: _____

Phone: _____

Relationship to Decedent: _____

Funeral Director's Information

Name: _____

Company: _____

Address: _____

Phone: _____

Vault Company Information

Name: _____

Company: _____

Address: _____

Phone: _____

Waiver of Liability

The City of Orem assumes no liability for any property damage, including damage to a casket, vault, memorial, etc., or for bodily injury sustained during a disinterment from causes beyond its reasonable control.

The City is not liable for acts or omissions of any third party for any reason. The City is not liable for damage to the contents of any casket or adjacent lots from causes beyond its reasonable control.

The City is not liable for mental anguish, shock, or intentional or negligent infliction of emotional distress arising out of any disinterment.

The undersigned agrees to indemnify the City and its employees from any claims by third parties arising out of any disinterment.

I have read the forgoing Waiver of Liability and agree to its terms.

Requesting Party

Date

City Sexton's Duties

The City Sexton shall determine whether a disinterment poses a danger to the health, safety, or welfare of City employees or the public. The City Sexton may refuse to perform a disinterment if he determines there is a danger to the health, safety, or welfare of City employees or the public or if he determines the disinterment would disturb or damage an adjacent burial lot.

_____ Requesting party's initials.

Certification

I hereby certify that the information I have provided is true and correct to the best of my knowledge. I also certify that I am authorized to request this disinterment and that there is no legal action pending opposing this disinterment.

Requesting Party

Date

For Office Use Only

_____ County Board of Health Disinterment Permit

_____ Fee paid (\$ _____)

_____ Reviewed by City Attorney's Office

Phone: _____



Request to transfer cemetery lot(s) from one location to another.

The person signing this agreement represents and warrants to the City of Orem that he/she has the authority to grant this action and acknowledges that the City, its employees, agents, or representatives will not be held liable or responsible for any and all claims arising from this grant.

Signed:

Dated:

Telephone Number

Please transfer cemetery lot(s) from: Section_____ Block(s) _____ Lot(s) _____

Please transfer cemetery lot(s) to: Section_____ Block(s) _____ Lot(s)_____

There is a \$30 fee for every transaction involving the transfer of a cemetery lot(s).

Note! The transaction fee is not applicable if the cemetery lot(s) are still under the payment contract and a Certificate of Burial Right hasn't been issued.

Certificates included: Yes No

Checking "No" indicates that the original certificates cannot be located. Grantee represents that by signing this agreement that any certificates resurfacing in the future are void and will have no force or effect.

Checking "Yes" requires that all original or copied certificates are included and attached to this form.

City of Orem Cemetery Use Only.

Transaction date_____ Signed _____